



VOCA ANNUAL PERFORMANCE REPORT

Contractor: _____
Contact Person: _____
Address: _____

Contract Number: _____
Telephone Number: _____
Award Amount: _____

Reporting Period:
October 1 through September 30

Report Due Date:
October 15

A. Indicate the number of victims served by your VOCA funded project during this project period. *Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.*

_____ Child Physical Abuse	_____ Adults Molested as Children
_____ Child Sexual Abuse	_____ Survivors of Homicide Victims
_____ DUI/DWI Crashes	_____ Robbery
_____ Domestic Violence	_____ Assault
_____ Women _____ Children	
_____ Adult Sexual Assault	_____ Other (specify) _____
_____ Elder Abuse	
_____ Total number of victims served by this VOCA funded project (<i>Do not include total number of hotline calls.</i>)	
_____ Total number of hotline calls logged by this VOCA funded project	

B. Indicate the number of victims served in the following categories.

_____ Child _____ Elderly _____ Disabled/Handicapped _____ Native Americans _____ Minorities

C. Indicate the number of victims who received the following services through this VOCA funded project. *Please see the instructions for definitions of each service.*

_____ Crisis Counseling (<i>In Person</i>)	_____ Follow-up	_____ Therapy/Prof. Counseling
_____ Group Treatment/Support	_____ Shelter/Safe House	_____ Information/Referral (<i>In Person</i>)
_____ Criminal Justice Support/Advocacy	_____ Emergency Legal Advocacy	_____ Emergency Financial Assistance
_____ Assistance Filing Compensation Claims	_____ Personal Advocacy	_____ Telephone Contact Information/Referral
_____ Crisis Hotline Calls	_____ Other (specify) _____	

- D. What are the major issues in your area, if any, that hinder victim assistance programs in assisting crime victims in filing for compensation benefits and in understanding state victim compensation eligibility requirements?**
- E. Briefly describe efforts to promote coordinated efforts within the community to aid crime victims.**
- F. Briefly describe efforts taken to serve federal crime victims, i.e. coordination, etc.**
- G. Describe any notable activities conducted to improve the delivery of victim services. These activities do not need to be related specifically to the VOCA funded project. Include any needs assessments, program evaluations, training efforts, etc.**
- H. Include and/or attach anecdotal information and individual case histories illustrating how VOCA funds have been used to assist crime victims. *(Letters from crime victims are helpful).***
- I. Identify any emerging issues or notable trends impacting crime victim services in your area.**

(Attach additional pages if necessary)

Project Director

Authorized Official

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Instructions – Definitions

Each agency receiving VOCA victim assistance funds is required to submit a VOCA Annual Performance Report on the uses and affects these grant funds have had on services to crime victims. This report must be submitted by October 15, to the Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102.

A VOCA project refers to activities and services supported by VOCA funds plus the required match. Except where indicated otherwise, the information in the VOCA Annual Performance Report must be based solely on VOCA projects, not the entire agency nor on non-VOCA supported victim activities and services.

A. Provide the number of victims served by the VOCA project during the reporting period. Indicate the number of victims served by type of victimization. If a victim was the subject of more than one type of crime (separate incidents), identify under each category of victimization.

NOTE: The data in this section is based upon the number of victims served by VOCA projects during the reporting period. In this section, each victim should be counted only once, e.g., a victim of a series of spouse abuse assaults, for example, should be counted once. A person may be counted more than once only as a result of entirely separate and unrelated crimes.

B. Provide the number of victims served by the categories identified. If a victim falls under more than one category, identify under each applicable category, i.e., a child victim who is also disabled would be reported under both the "child" and "disabled" categories; an elderly victim who is also a minority would be counted once under the "elderly" and once under the "minority" category, etc.

C. Provide the number of victims receiving each type of service. Please be sure to only count services provided by your agency through the VOCA funded project.

Crisis Counseling refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Followup refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to providing short-term and long-term housing and related support services to victims and families following victimization. *(This does not include referral for such housing.)*

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, including post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders and other protective orders, but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include followup contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to telephone contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call, nor does it include crisis hotline calls.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other VOCA allowable services and activities.

D. through I. - Please answer all questions noted in these sections.

The state of Missouri is required to submit this information to the U.S. Department of Justice. The information submitted could have a bearing on future funding for the state of Missouri.

Please Note: This Annual Performance Report must be received by October 15th during the year immediately following the end of the contract period for the referenced contract. Failure to submit this Annual Performance Report by October 15th could result in the termination of any current funding awarded to this contractor.